BOARDS AND COMMISSIONS
MANAGER TRAINING HANDBOOK

BOARDS AND COMMISSIONS
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WELCOME

Thank you for serving as a board manager for one of the city's boards and commissions. Your role is essential in supporting the work of these advisory bodies, which play a crucial part in shaping policies and initiatives that impact the community. The time and expertise you bring are invaluable in ensuring that board operations run smoothly and effectively.

Board managers provide critical administrative support, facilitate communication, and help maintain compliance with city policies and procedures. This handbook is designed to guide you through your responsibilities and offer resources to support your success. Your contribution is greatly appreciated, and your efforts will help strengthen the connection between the city and its residents.

BOARDS AND COMMISSIONS

BASICS

WHAT'S IN THE NAME

Salt Lake City uses various terms to describe groups that serve the city through appointed roles. Common names include board, commission, advisory group, authority, committee, and subcommittee. According to Salt Lake City's governing policies, these terms refer to any official body established to support and advise the city's government.

While the names may differ, all such groups are classified under the broader category of boards and commissions. Throughout this guide, we will use the term "boards and commissions" to refer to all appointed groups serving Salt Lake City.

PURPOSE

The primary purpose of Salt Lake City's boards and commissions is to engage community members in the decision-making process and provide informed recommendations to city leaders. These groups enhance transparency, encourage public participation, and ensure that a broad range of perspectives are considered when shaping city policies and programs.

Boards and commissions fulfill several key functions, including:

⇒ Advising City Leadership: Offering expert insights and community-based recommendations on policies, plans, and initiatives.

⇒ Community Representation: Ensuring diverse viewpoints and community needs are reflected in city decisions.

⇒ Policy Development: Assisting in the development and review of ordinances, regulations, and strategic plans.

⇒ Public Engagement: Facilitating dialogue between city government and the public, fostering open communication and trust.

COMPOSITION

Salt Lake City's boards and commissions are composed of residents who volunteer their time and expertise to serve the community. With over 20 boards and commissions, these groups provide advice and recommendations to the Mayor, City Council and city departments on a wide range of topics.

Most boards and commissions are established by city ordinance or resolution and serve as advisory bodies. They offer information, analysis, and guidance to help shape decisions on issues related to their area of focus.

LIST OF BOARDS AND COMMISSIONS

BOARD OR COMMISSION	DEFINED USE AND AUTHORITY
Accessibility and Disability Commission* *Term length: 4 years* *15 board seats available* *Process: Advice & Consent* *Managing Department: Mayor's Office*	The commission advises on issues affecting people with disabilities and ways the city can improve and enhance accessibility and the experience of the disability community. **Authority: Advisory to Mayor and City Council**
Airport Board* *Term length: 4 years* *11 board seats available* *Process: Advice & Consent, Special* *Managing Department: Airport*	The board advises the operation and management of the airports owned by Salt Lake City Corporation focusing on methods that are in the public interest and are most likely to advance, enhance, foster and promote air transportation this includes overseeing planning, construction and expansion projects. **Authority: Advisory to Mayor**
Board of Appeals and Examiners *Term length: 5 years* *5 board seats available* *Process: Advice & Consent* *Managing Department: Community & Neighborhoods*	The board reviews and directs matters concerning building construction, housing, abatement codes, and technical regulations. **Authority: Quasi-judicial; hears appeals of building and enforcement decisions.**
Bicycle Advisory Committee* *Term length: 3 years* *13 board seats available* *Process: Advice & Consent* *Managing Division: Transportation*	The committee promotes, enhances, and preserves environments in which bicycling is recognized as an essential element of a clean and healthy community. **Authority: Advisory to SLC Transportation Division, Mayor & City Council**
Business Advisory Board* *Term length: 4 years* *17 board seats available* *Process: Advice & Consent* *Managing Department: Economic Development*	The board helps direct city economic policy, promote small business growth, support local entrepreneurship, and encourage economic development . **Authority: Advisory to Mayor and City Council**
Citizens' Compensation Advisory Committee* *Term length: 4 years* *7 board seats available* *Process: Special - 3 appointed by city council, 3 appointed by mayor, 1 appointed by other six members.* *Managing Department: Human Resources*	The committee evaluates the total compensation levels of city employees, recommends compensation strategy and wage practices, evaluates city benefits and pay levels, and advises on modifications to the compensation practices of the city. **Authority: Advisory to Mayor and City Council**
City and County Building Conservancy and Use Committee* *Term length: 4 years* *8 board seats available* *Process: Advice & Consent* *Managing Department: Public Services*	This committee advises the use, maintenance, preservation and modification of the City & County Building and Washington Square. **Authority: Advisory to Mayor**

*Eligible for Compensation per Executive Order and outlined in Utah Code 2.07

LIST OF BOARDS AND COMMISSIONS

BOARD OR COMMISSION	DEFINED USE AND AUTHORITY
Community Development and Capital Improvement Programs Advisory Board* *Term length: 3 years* *11 board seats available* *Process: Advice & Consent* *Managing Departments: Finance & Community and Neighborhoods*	The board reviews HUD project proposals and recommend funding priorities for the Community Development Block Grant and Emergency Solutions Grant, and compiles a priority list for the city's Capital Improvement Program (CIP). **Authority: Advisory to Mayor**
Historic Landmark Commission* *Term length: 4 years* *11 board seats available* *Process: Advice & Consent* *Managing Division: Planning*	The commission protects and preserves Salt Lake City's architectural and historical resources by reviewing changes to designated historic properties and districts to ensure development aligns with preservation goals. **Authority: Advisory to Planning Commission, the Mayor & City Council**
Human Rights Commission* *Term length: 4 years* *9 board seats available* *Process: Advice & Consent* *Managing Department: Mayor's Office*	The commission focuses on eliminating discrimination in Salt Lake City by encouraging the vitality of diverse neighborhoods and businesses. **Authority: Advisory to Mayor and City Council**
Library Board *Term length: 3 years* *9 board seats available* *Process: Advice & Consent* *Managing Department: Library*	The board oversees the library system, guiding its policies, programs and strategic direction to serve the community. **Authority: Advisory to Mayor and City Council**
Parks, Natural Lands, Trails, and Urban Forestry Advisory Board* *Term length: 3 years* *11 board seats available* *Process: Advice & Consent* *Managing Department: Public Lands*	This board advises on the City's parks, natural lands, urban forestry and trails emphasizing strong stewardship, public education, and public involvement. **Authority: Advisory to Mayor**
Planning Commission* *Term length: 4 years* *11 board seats available* *Process: Advice & Consent* *Managing Division: Planning*	The commission reviews and makes recommendations on land use policies, zoning, and development projects ensuring that growth and development aligns with the city's master plans and community vision. **Authority: Advisory to Mayor and City Council**
Public Utilities Advisory Committee* *Term length: 4 years* *9 board seats available* *Process: Advice & Consent* *Managing Department: Public Utilities*	The committee reviews department operations, maintenance budget and expenditures, water and sewer system capital improvements, and recommends proposed legislation relating to water and sewer. **Authority: Advisory to Mayor**

LIST OF BOARDS AND COMMISSIONS

BOARD OR COMMISSION	DEFINED USE AND AUTHORITY
Racial Equity in Policing Commission* *Term length: 2 years* *15 board seats available* *Process: Advice & Consent* *Managing Department: Mayor's Office*	The commission examines SLCPD's policies, culture, budget, and related city policies by incorporating a group of people who represent the broad and diverse range of communities, expertise, and viewpoints in Salt Lake City. **Authority: Advisory to Mayor**
Salt Lake Art Design Board* *Term length: 3 years* *7 board seats available* *Managing Department: Economic Development*	The board oversees the city's public art program, designates funds to commission artwork for eligible construction projects, advises on public art policy, and is active in the artist selection process. **Authority: Advisory to Mayor**
Salt Lake City Arts Council Board* *Term length: 3 years* *25 board seats available* *Managing Department: Economic Development*	This board promotes public artistic programs, fosters cultural awareness, and supports the development of a citywide arts strategy while assessing artistic needs, encouraging art accessibility, and providing cultural development recommendations to city leadership. **Authority: Advisory to City, recommendations to the Mayor**
Salt Lake City Sister Cities Board* *Term length: 4 years* *8 board seats available* *Managing Department: Economic Development*	The board implements the goals of the Sister Cities program by fostering international relationships and promoting cultural, educational, and economic exchanges. **Authority: Advisory to Mayor**
Transportation Advisory Board* *Term length: 3 years* *15 board seats available* *Managing Division: Transportation*	The board reviews local and regional transportation issues, provides feedback on city transportation initiatives, makes recommendations on transportation master plans, promotes nonautomotive travel, and advises on funding priorities for transportation-related improvements. **Authority: Advisory to Mayor**

Additional Boards & Commissions:

Cultural Core

Economic Development Loan Fund

Food Microgrant Selection Committee

Housing Trust Fund Advisory Board

Mosquito Abatement Special Service District Board

Utah Performing Arts Center Agency

BOARDS AND COMMISSIONS
ADMINISTRATIVE DUTIES

MEMBER ROLES

Members of boards and commissions are typically appointed by the Mayor or City Council and serve to provide expertise, guidance, and recommendations. The number of members and their specific responsibilities are usually defined by the board's governing documents or applicable legislation. Members are expected to actively participate in meetings, contribute to discussions, and assist with the development of recommendations that align with the board's purpose.

OFFICERS

Boards and commissions typically operate under bylaws or established rules of procedure that provide a framework for their operations and leadership roles. These bylaws outline the specific requirements for selecting officers and guiding the governance of the board.

In some cases, certain boards or commissions may have designated seats for officers that require individuals to have professional expertise in specific fields relevant to the board's focus. This ensures that those who hold leadership positions possess the necessary qualifications to effectively guide the board's work. In other cases, members may be elected or voted into leadership roles based on the collective agreement of the board or commission.

Smaller boards may opt to have just one or two officer roles, streamlining leadership responsibilities. In contrast, larger boards or commissions may establish a full executive body, which could include positions like Chair, Vice Chair, Secretary, Treasurer, or additional roles to help distribute duties.

BOARDS AND COMMISSIONS
ADMINISTRATIVE DUTIES

BOARD CHAIR

Leads board meetings, sets agendas with the board manager and city staff, and represents the board's decisions to City Council and other stakeholders.

VICE CHAIR

Shares responsibilities with Board Chair and steps in when the Chair is unavailable.

BOARD MEMBER

Appointed individuals who attend meetings, contribute to discussions, make informed decisions, and uphold city policies and ethical standards.

SUB-COMMITTEE

Formed to address specific issues in greater detail. Subcommittees conduct research or discussions and report back to the full board. Sub-committees are typically self-managed.

New to Board Management? Let's Break Down Your Role!

BOARD MANAGER

A Salt Lake City Corporation employee responsible for supporting the functions and operations of a board or commission. Duties typically include (but are not limited to):

⇒ Preparing and maintaining meeting agendas and minutes

⇒ Coordinating member onboarding and offboarding

⇒ Ensuring compliance with city policies and Open Public Meetings Act (OPMA) requirements

⇒ Serving as a liaison between the board and city departments

⇒ Uploading meeting documentation and materials to Laserfiche

⇒ Managing board member information in Salesforce

⇒ Tracking member attendance and compensation (if applicable)

⇒ Other responsibilities may include: building annual reports, facilitating trainings, managing board vacancies, and preparing updates for leadership.

Board managers facilitate communication, provide administrative support, and help ensure the board operates effectively and aligns with its purpose and the city's objectives. Some board managers also have support staff present to aid them in completing tasks.

Taking on a board can feel overwhelming at first, but the Recorder's Office is here to support you—don't hesitate to reach out for additional training, guidance, or resources!

BOARD MEMBER ONBOARDING

Understanding the onboarding process helps board managers guide applicants and navigate internal steps smoothly. Here's how a typical appointment and onboarding process works from start to finish:

1. APPLICATION PROCESS

⇒ Salt Lake City residents apply online to serve on any board or commission. Once submitted, their application enters a holding pattern where board managers and relevant staff may review for open positions (Some boards accept non-residents).

⇒ Application Link: **https://www.myslc.gov/s/boards**

2. REVIEW & INTERVIEW

⇒ Board managers—often in collaboration with board chairs, city staff, or other stakeholders – review applications and conduct interviews. When an applicant is identified as a good fit, the board manager recommends them to the Mayor for appointment.

⇒ New member/re-appointment transmittal:
   https://slcidme.slcgov.com/Forms/BoardApproval

3. MAYOR REVIEW AND CITY COUNCIL APPOINTMENT

⇒ After receiving approval from the Mayor's Office, an appointment letter will be generated and sent along with the application to the City Council for review.

⇒ The applicant will be contacted to schedule an interview with the City Council during a work session meeting. Please note the timeline for this process may vary depending on the City Council's meeting schedule.

4. APPOINTMENT CONFIRMATION

⇒ After confirmation from the City Council and Mayor, the applicant's generated appointment letter will move through an internal workflow that sends an automated email to the board manager containing the new member's term dates so that they can be entered into Salesforce.

5. SALESFORCE TRACKING

⇒ Throughout this process, board managers should move the applicant through each stage of the appointment process utilizing the Salesforce "Pizza Tracker". This will ensure all steps are completed correctly and will prevent the applicant from inadvertently being contacted by multiple board managers.

ONBOARDING CONTINUED

6. Welcome Packet & Onboarding Materials
- ⇒ Once appointed, the board manager should promptly send a welcome email to the new board member with:
  - ⇒ Conflict of Interest Form
  - ⇒ Civility Pledge (if applicable)
  - ⇒ Compensation Opt-out form (if applicable)
  - ⇒ OPMA Training link: **https://training.auditor.utah.gov/courses/open-and-public-meetings-act-training-2025**
    - ⇒ *Best practice: Board Managers should encourage board members to complete the OPMA training and return the certificate of completion within one week of appointment.*
  - ⇒ Board Member Training Handbook
  - ⇒ Include board meeting schedule, key dates, contact list & information about the board & set in-person training if applicable.

7. Stipend and Documentation Tracking
- ⇒ Board Managers must also:
  - ⇒ Upload documentation (OPMA certificate, Conflict-of-Interest form, Compensation Opt-Out form) via the Laserfiche form once completed.
    - ⇒ https://webdme.slcgov.com/Forms/BoardsCommissions
  - ⇒ Fill out the Board Member Compensation - New Board Member Form through Smartsheet.

    - ⇒ Once completed, Human Resources will send the new board member an email to complete a profile with Workday. This must be completed within a month, or the board member will default to opt-out status. *Best practice: Complete this form within 1-week of new board member being appointed by City Council.*

TIP:

Pair newly onboarded members with experienced board members to foster connection and provide guidance on meeting structure and procedures!

Board Member Compensation - New Board Member

Name *

Board or Commission *

Select or enter value

Email Address *

Physical Address *
Please include City, State, and Zip code

☐ Send me a copy of my responses

Submit

Powered by smartsheet
Privacy Notice | Report Abuse

BASIC BOARD MEETING OPERATIONS

City boards and commissions play a formal advisory and decision-making role. Effective meeting facilitation and procedural integrity help ensure transparency, fairness, and legal compliance. This page outlines essential components of board meeting operations using **Robert's Rules of Order** as a foundation.

QUORUM

A **quorum** is the minimum number of members required to conduct official business.
- ⇒ **Default Rule**: A majority (more than half) of appointed members constitutes a quorum unless otherwise specified in the board's bylaws or enabling ordinance.
- ⇒ **No Quorum**: The board cannot discuss topics, vote or take official action. \
- ⇒ *Meeting guidance: Meetings should not be held without a quorum. If quorum cannot be met, the meeting should be cancelled or rescheduled.*

Tip: Always verify quorum before starting any meeting. Include a roll call at the start of each meeting. Board managers may need to **follow up persistently with members** to confirm attendance and reinforce the importance of consistent participation. Open communication and mutual accountability are key—building relationships and clear expectations early on helps minimize last-minute no-shows and confusion.

MOTIONS

A **motion** is a formal proposal for the board to take a specific action.
Steps for Handling a Motion:
1. A member **makes a motion**: "I move that…"
2. Another member **seconds** the motion: "I second the motion."
3. The **chair states the motion**: "It has been moved and seconded that…"
4. **Discussion/debate** occurs.
5. The **chair calls for a vote**.
6. The **chair announces the result** of the vote.

Amendments to motions are allowed and must also be seconded and voted upon before returning to the main motion.

VOTING

Types of Votes: Voice vote, roll call vote, show of hands, or ballot (if necessary).
- ⇒ **Majority Rule**: Most actions require a **simple majority** (more than half of those present and voting).
- ⇒ **Conflict of Interest**: Members must recuse themselves from voting if they have a conflict of interest related to the motion.
- ⇒ **Abstentions** do not count toward the vote total but should be noted in minutes.
  - ⇒ Board members may abstain from voting when they have a conflict of interest or feel unprepared to make an informed decision.
  - ⇒ *In most cases, members may abstain from voting without reason, unless the board's bylaws, governing ordinance, or applicable laws require an explanation.*

PUBLIC COMMENT AT MEETINGS

Public comment is a vital part of transparent and inclusive governance, allowing community members to share input on matters that affect them. When managed well, it promotes trust, encourages civic engagement, and helps boards make more informed decisions. The public comment period is also a space protected by the First Amendment—individuals have the right to express their viewpoints, regardless of content. Boards may set reasonable, **content-neutral** rules to ensure meetings remain orderly, efficient, and safe for all participants.

WHEN TO ALLOW PUBLIC COMMENT
⇒ Public comment must be clearly listed on meeting agenda if it will be accepted.
⇒ If it's not on the agenda, public comment cannot be offered or taken spontaneously during the meeting.

HOW TO ACCEPT PUBLIC COMMENT
⇒ The public comment period is **not a discussion or debate.** Board members and staff **should not engage in back-and-forth dialogue.**
⇒ Whoever is facilitating the public comment period should simply thank the commenter for their input and move on to the next speaker.

PROCESS GUIDELINES
⇒ Ask each speaker to state their **full name** before giving their comment.
⇒ Limit each comment to a **specific time allotment** (typically 2-3 minutes per person).
⇒ You may set a **total time limit** for the entire public comment period if needed.
⇒ If the meeting is hybrid, check for any online participants who wish to comment. Alternate between in-person and online speakers to ensure equal opportunity for participation.

HANDLING DISRUPTIVE OR INAPPROPRIATE COMMENTS
⇒ If a comment becomes threatening, profane, or disruptive, remind the speaker of decorum expectations.
⇒ If necessary, call a brief recess or have step in to assist with de-escalation.
⇒ Law enforcement should only be contacted if there is a genuine threat to safety.

DE-ESCALATION TIPS
⇒ Remain calm and avoid reacting emotionally.
⇒ Use a neutral, respective tone to redirect.
⇒ Remind attendees that the purpose of public comment is to provide input, not engage in debate.

AGENDAS

Most board managers will work closely with their board's **chair and vice chair** to develop meeting agendas. This collaborative process ensures that agenda items reflect the board's priorities, responsibilities, and any time-sensitive matters requiring action. Typically, the board manager drafts the agenda, reviews it with leadership, and finalizes it for distribution. Once approved, the agenda should be **sent to all board members in advance of the meeting**, giving them time to prepare.

1. **Post to the Utah Public Notice Website (UPNW)**
   ⇒ Per OPMA requirements, agendas must be posted at least 24 hours in advance of a meeting.
   ⇒ Log in to https://www.utah.gov/pmn/ and upload the final agenda under your board's designated page.
   ⇒ Double-check the date, time and location are accurate and clearly stated.

2. **Upload Agenda to Laserfiche**
   ⇒ Upload a PDF copy of the final agenda to Laserfiche using the online Laserfiche form: https://webdme.slcgov.com/Forms/BoardsCommissions
   ⇒ This step allows the Recorder's Office to ensure the document is archived and visible to the public through Salt Lake City's website.

3. **Post a Physical Copy at the Anchor Location**
   ⇒ A physical copy of the agenda must be posted at the designated anchor location at least 24 hours in advance of the meeting - regardless if the meeting is held in-person, remotely, or in a hybrid format.

4. **Prepare and Distribute Meeting Materials (If Applicable)**
   ⇒ If your board uses meeting packets (which may include the agenda, previous-meeting minutes, staff reports, supplement documents, etc.) prepare and compile those now.
   ⇒ Email digital copies to the board members, or print physical copies if your board prefers hard copy materials.
   ⇒ Ensure that sensitive or private information is redacted if packets are publicly distributed.

Final Meeting Reminders
   ⇒ Consider sending a final reminder email to your board 24-28 hours before meeting.
   ⇒ Include agenda, meeting link (if virtual), packet, and any logistics (i.e. parking, public comment procedures, expectations for quorum).

MEETING MINUTES

Meeting minutes are a critical part of maintaining transparency, public record, and compliance with the **Open and Public Meetings Act (OPMA)**. As the board manager, you're typically responsible for recording and preparing the minutes, though you may opt to receive help from department staff (i.e. An admin or designated note-taker). Whoever records the minutes must ensure they're accurate, objective, and properly formatted for approval and public access.

1. **Take Minutes Using Approved Format**
   - Minutes may be recorded using a city template or a consistent format that includes the city logo and meets documentation standards. Refer to City Council or Planning Commission minutes as examples.
   - **Best Practices:**
     - **Prepare Before the Meeting**
       - Review the agenda and materials in advance, use a consistent template, familiarize with terminology, and know quorum requirements.
     - **Focus on Actions, Not Dialogue**
       - Capture motions, votes, actions, and decisions and assignments— not personal opinions or verbatim discussion.
     - **Use Clear, Neutral Language**
       - Stay professional and objective. Avoid ed editorializing or inconsistent formatting.
     - **Clarify During the Meeting if Needed**
       - Politely ask for repetition or clarification if a motion or vote is unclear. Confirm decisions or assignments at the end of each agenda item if necessary.
     - **Draft Promptly**
       - Prepare the draft shortly after the meeting and mark as DRAFT until approved.

2. **Approve the Previous Meeting's Minutes During Board Meeting**
   Prior meeting minutes must be officially approved by the board. The typical process is as follows:
   - Attach draft-minutes to meeting packet for review.
   - During the meeting, a board member must motion to approve, with a second and a vote.
   - Record the approval in the current meeting's minutes.
   - **Once approved:**
     - Upload the final minutes using the Laserfiche Submission Form.
     - Attach the approved minutes to the previous UPNW agenda

Note: Some boards may use a different approval method, especially if they meet infrequently. For example, a board's bylaws may allow the chair to approve and sign minutes over email. Always follow the process outlined in your board's bylaws or consult with the Recorder's Office if unsure.

Meeting Minutes Job Aid & Template available on the Recorder's Office Intranet Page

MEETING AUDIO/VIDEO

In addition to publishing the meeting agenda and approved meeting minutes, Salt Lake City also publishes meeting audio recordings for public record and transparency.

RECORDING MEETINGS

Board managers are responsible for recording meetings. There are several options for capturing meeting audio.

⇒ Hybrid Meetings (Zoom): If a meeting is conducted via Zoom (either fully virtual or hybrid), you may record the meeting directly through zoom. If you need guidance on how to do this, reach out to the Recorder's Office for training.

⇒ In-person Meetings: If the meeting is in person, you may record audio using a laptop or another recording device. The Recorder's Office has a handheld room recorder than can be checked-out and used.

⇒ Meeting Rooms with Built-in Audio Recording: If you're in a meeting room equipped with its own audio recording system (the COW, Council Chambers, or Cannon rooms), you may use that system instead. These recordings will automatically be uploaded for the Recorder's Office to publish.

UPLOADING MEETING AUDIO

Once the meeting has been recorded, the audio file should be uploaded through the same document upload form on Laserfiche that you use for agendas and minutes.

FILE SIZE CONSIDERATIONS

If an audio file is too large to upload through the Laserfiche form, please contact the Recorder's Office for assistance.

CLOSED SESSIONS

Per Utah Code 52-4-206, most closed sessions must still be recorded. These meetings involve specific legal requirements and procedural steps. Before scheduling or conducting a closed session, board managers must consult with the Recorder's Office and the Attorney's Office to ensure full compliance with applicable laws.

IF AUDIO FAILS

If the audio or video recording fails or doesn't save properly, don't panic. The approved meeting minutes will remain the official record of the meeting. However, be sure to include a note in the minutes explaining that the recording is unavailable due to a technical issue.

ADD AUDIO LINK TO UPNW

Once the audio file has been submitted to Laserfiche, Board Managers can locate the public link to the recording. As a best practice, copy and paste this link onto the original UPNW meeting posting to ensure transparency and easy access to the meeting audio.

RECORDS MANAGEMENT

Board managers are responsible for managing records to ensure transparency and compliance. This includes uploading meeting agendas in advance, submitting approved minutes promptly, and maintaining accurate documentation. Proper record-keeping is essential for public access and meeting legal requirements. For guidance or assistance, board managers can contact the Recorder's Office.

PROCESS FOR UPLOADING RECORDS: New Submission Form (Laserfiche)
1. Uploading the following documents:

Announcements
Closed Session
Conflict of Interest
Meeting Agenda
Meeting Audio
Meeting Materials
Meeting Minutes
Record of Decisions
Staff Report
Policies and Procedures
Appointment Information
Resignation
OPMA Training Certificate (On behalf of board members)
Compensation Opt-out Form (On behalf of board members)

2. Documents need to sit for 24 hours before being published by the Recorder's Office

3. Once the Recorder's Office check is complete, public documents will be available on data.slc.gov (See next page)
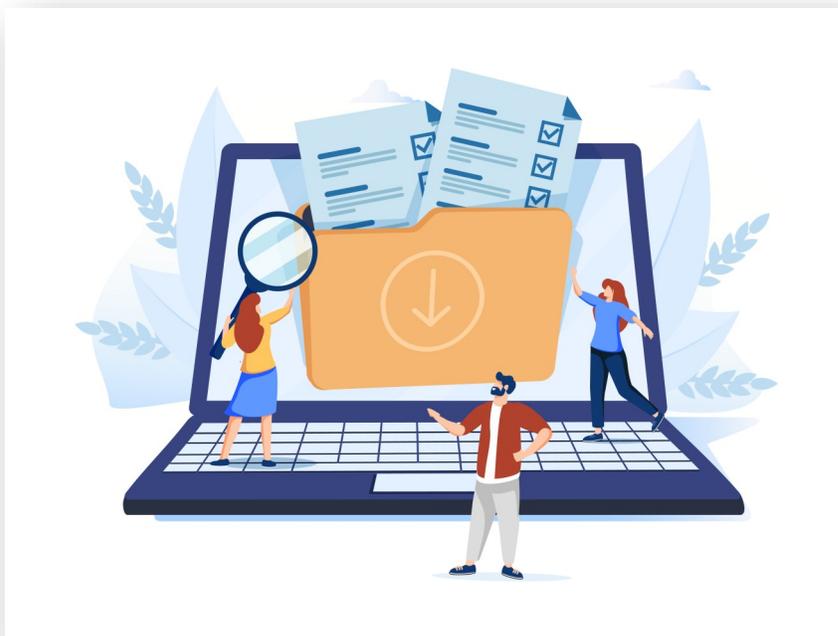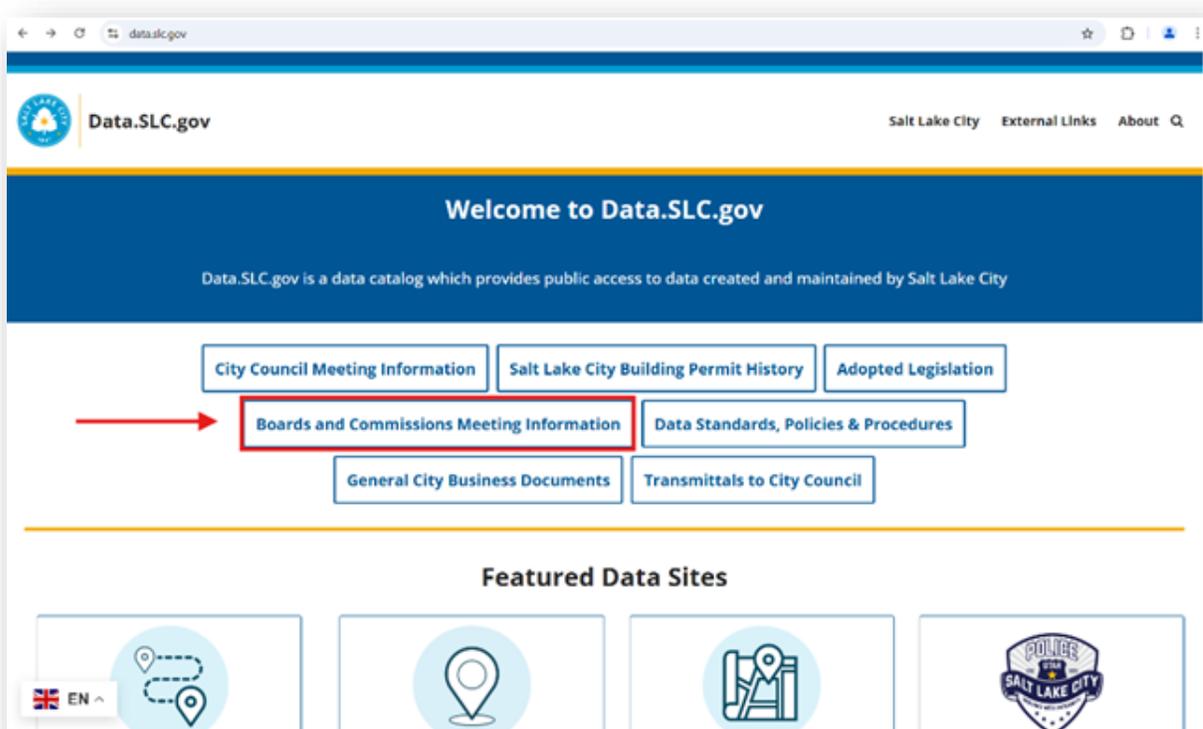
ACCESSING DOCUMENTS

Data.SLC.gov is Salt Lake City's public data catalog, providing open access to data created and maintained by the city.

To view or access documents related to boards and commissions that have been received and published by the Recorder's Office, follow these steps:

1. Visit **data.slc.gov**.
2. Scroll down until you find the section labeled **"Boards and Commissions Meeting Information."**
3. Click on this section and select your specific board or commission to view available documents.

All documents on Data.SLC.gov are publicly accessible. You can easily share links to specific folders or records:

⇒ **To share a folder:** Navigate to the desired folder, then copy and share the URL directly from your browser.

⇒ **To share a specific record:** Right-click on the record and select **"Share Link"** to copy the direct link.

Feel free to share these links with others or post them for your board's reference.

# MEETING CHECK-LIST

BEFORE THE MEETING

1. **Schedule Meeting:** Confirm date and time with board members.

2. **Reserve Meeting Room:** If necessary. *Plan ahead i.e. hybrid, audio technology, etc.*

3. **Create Agenda:** Draft the meeting agenda in collaboration with the board chair, including discussion items and action items.

4. **Submit Public Notice**: Post meeting notice on the **Utah Public Notice Website** at least 24 hours in advance.

5. **Distribute Agenda:** Share the agenda and any supporting documents with board members. Submit any agendas ahead of time via **Laserfiche**.

6. **Prepare Meeting Materials:** Ensure all presentations, reports, and previous meeting minutes are ready for approval.

7. **Confirm Quorum:** Verify enough members will attend to meet quorum requirements.

DAY OF THE MEETING

1. **Set up Meeting Room:** Arrange seating, plug in microphones, set out materials.

2. **Use a Sign-In Sheet** (if required) to record attendance, and document all attendees in the meeting minutes.

3. **Record the Meeting:** Double check that your hybrid meeting software or room recording equipment is ready to go and be sure to start the recording prior to the meeting's start.

4. **Meeting minutes:** Type or designate support staff to type meeting minutes.

AFTER THE MEETING

1. **Edit and reformat** meeting minutes for board review and approval at next meeting.

2. **Follow up:** Complete and track any action items assigned during meeting.

3. **Upload and archive** approved minutes and audio to original meeting notice on **UPNW**. Upload agendas, minutes, meeting materials and audio to **Laserfiche** for record-keeping.
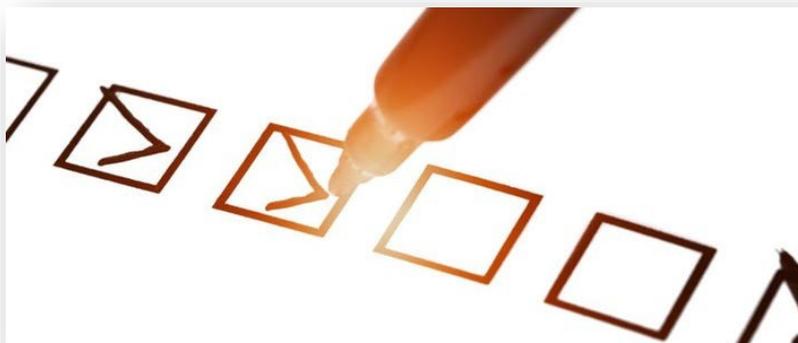
ANNUAL CHECK-LIST

Staying organized throughout the year ensures your board remains compliant, effective, and aligned with organizational goals. Use this annual checklist to guide your planning, training, and reporting responsibilities.

ANNUAL MEETING NOTICE REQUIREMENT

⇒ Per Utah Code 52-4-202(2)(a), any public body that holds regular meetings scheduled in advance must provide public notice of its annual meeting schedule, which includes date, time, and place of each meeting.

    ⇒ The Recorder's Office will remind Board Managers toward the end of each calendar year to prepare and post their board's annual meeting schedule to UPNW.

    ⇒ Meetings may still be rescheduled or canceled, especially if a quorum cannot be met. When changes are known in advance, it's best practice to update the board's annual meeting notice and/or post a separate notice clearly outlining the revised schedule.

ANNUAL PLANNING & GOAL SETTING

⇒ Encourage or conduct annual planning to establish short-term and long-term goals.

    ⇒ Review past accomplishments and identify priorities for the upcoming year.

    ⇒ Align goals with department objectives and community needs.

    ⇒ Update any strategic plans or work plans as needed.

TRAINING AND COMPLIANCE

⇒ Confirm all members have completed Open Public Meetings Act (OPMA) training.

    ⇒ Training can be completed online during onboarding:

        ⇒ **https://training.auditor.utah.gov/courses/open-and-public-meetings-act-training-2025**

    ⇒ Alternatively, schedule a session with the City Attorney's office for an in-person training.

⇒ Review ethics and code of conduct policies with members annually (if applicable).

⇒ Ensure all members have reviewed the Board/Commissions Training Handbook for reference.

BYLAWS

Bylaws are the foundational rules that govern the structure, responsibilities, and procedures of a board. They define how the board operates, including membership, meetings, voting, and officer roles. As boards evolve, it may become necessary to revise or update bylaws to reflect current practices, legal requirements, or operational needs. Here's how changes usually happen:

PROPOSAL OF CHANGES
- ⇒ Initiated by board members, staff, or a subcommittee
- ⇒ Often based on operation needs, legal advice, or changes in organizational mission.

REVIEW AND DRAFTING
- ⇒ Drafted in writing with specific language changes.
- ⇒ May involve legal advice or city attorney to ensure compliance with state law and municipal code.

BOARD OR COMMISSION APPROVAL
- ⇒ Proposed changes are placed on a meeting agenda.
- ⇒ Open discussion and potential amendments.
- ⇒ A vote is taken—often requires a majority or supermajority (i.e. two-thirds) depending on the current bylaws.

NOTIFICATION
- ⇒ If passed, updated bylaws are documented and shared with members and relevant staff.
- ⇒ After board approval, submit both redlined and clean copies of the amended or newly developed bylaws to the Recorder's Office.

POLICY CONSIDERATIONS FOR BOARDS AND COMMISSIONS

This table outlines key considerations for policy changes and development. Please include the policy adoption date in your final version.

COMPONENTS OF BOARD/ COMMISSION	POLICY
Commission Organization (Leadership, staff support)	**Leadership Structure:** Define the process for selecting leadership roles **Leadership Duties:** Outline responsibilities of roles **Staff Support:** Identify staff liaison or support Meeting frequency, required trainings, anchor Location, or quorum requirements
Membership	**Board Composition:** # of members, terms, limitations on reappointments Compensation or an honorarium **Conflict of Interest Disclosure:** Annual requirement **Attendance Expectations:** Outline attendance standards or repercussions
Meeting Operations	**Order of Business:** Establish standard format of meeting flow **Rules of Procedure:** Identify procedurals guidelines **Public Meeting Conduct:** Define expectations for public comment (time limits, restrictions, etc.)
Reporting	**Decision Sharing:** Outline how board recommendations, decisions, or advice are communicated to public or governing bodies **Reporting Frequency:** Specify how often the board reports to City Council or other governing bodies (i.e. annually, semi-annually, as needed)

BEST PRACTICES: COMMUNICATION WITH BOARD MEMBERS

Open and consistent communication is essential for building trust and supporting the effectiveness of your board or commission. As a board manager, your role in maintaining clear channels of communication helps ensure members feel informed, valued, and empowered to fulfill their responsibilities.

SET CLEAR EXPECTATIONS EARLY

⇒ **Include Communication Protocols in Onboarding:** Let new members know how and when they'll receive meeting info, who to contact with questions, and what the typical response time is.

⇒ **Clarify the Role of the Board Manager:** Make it known that you're their point of contact for information, support, and questions about process or operations.

KEEP COMMUNICATION TIMELY AND CONSISTENT

⇒ **Send Agendas and Materials Early:** Provide agendas at least a week in advance to allow for review, especially when items may require thoughtful input or decisions. Notify any division managers or meeting presenters of the timeline so they can submit their materials in time to be included in the meeting packet.

⇒ Share a Post-Meeting Recap: A short summary or follow-up email after meetings can help members track decisions, next steps, or upcoming deadlines.

USE TOOLS THAT FIT THEIR NEEDS

⇒ **Email is Standard, but Ask What Works Best:** Some boards may prefer a shared folder, while others like printed packets or reminders via other platforms. Consider offering flexibility when feasible.

⇒ **Centralized Document Access:** Consider setting up a board-specific Laserfiche folder to streamline access to large documents, improve organization, and make it easier for members to find what they need. *Reach out to the Recorder's Office for more info!*

ENCOURAGE TWO-WAY COMMUNICATION

⇒ **Create a Continuous Feedback Loop:** Encourage open dialogue by inviting feedback during meetings and through occasional surveys. Share your contact info and let members know they can reach out anytime with questions or concerns.

PROVIDE ONGOING GUIDANCE AND UPDATES

⇒ **Remind Members of Key Dates and Trainings:** Send periodic reminders for trainings and other annual requirements.

RECOGNIZE THEIR SERVICE AND CONTRIBUTIONS

⇒ **Regularly Say Thank you:** Whether through emails, in meetings, or at annual events—Acknowledgement goes a long way in keeping morale high and lines of communication open.

RECRUITMENT STRATEGIES FOR NEW BOARD MEMBERS

A well-functioning board depends on engaged, diverse, and reliable members. As a board manager, you play a key role in maintaining healthy board membership, especially when facing high turnover, upcoming term expirations, or gaps in skillsets or representation.

ASSESS BOARD NEEDS
⇒ Who is rotating off the board soon?
⇒ Are there gaps in expertise (e.g., finance, law, planning)?
⇒ Does the board reflect Salt Lake City's diverse communities?
⇒ Are there required qualifications per ordinance?
⇒ Define the attributes and experience that would strengthen your board's effectiveness.

OUTREACH STRATEGIES
Most recruitment begins through **word-of-mouth**. Encourage current members and partners to recommend candidates. Additional methods include:
⇒ **Community Engagement:** Attend and encourage board members to attend events, neighborhood council meetings, and city-sponsored activities to meet potential applicants.
⇒ **Partner Organizations:** Share openings with local nonprofits, advocacy groups, and professional associations.
⇒ **Board Webpage:** Keep your board's webpage updated with openings, application links, and clear descriptions of member roles.
⇒ The **Mayor's Office** oversees general citywide recruitment and outreach and is a valuable partner in your efforts. Boards and encouraged to reach out for guidance, support or broader outreach. Particularly, when you have specific needs or difficult vacancies to fill.

BEST PRACTICES
⇒ **Prioritize Inclusion:** Seek members who reflect Salt Lake City's diversity in demographics and lived experience.
⇒ **Maintain a Talent Pool:** Keep track of strong past applicants for future openings.
⇒ **Be Transparent:** Clearly outline expectations, time commitment, and responsibilities.
⇒ **Support Onboarding:** Help new members feel prepared with orientation materials and meeting introductions.

OFFBOARDING BOARD MEMBERS

Send an email to *SLCRecorder@slc.gov* to let the office know of any resignations or term-endings. The Recorder's Office will remove the Membership Information (appointment information) from public view on Laserfiche.

⇒ Board managers may include any resignation letters or email from the board member, though this is not required.

Distribute Board Member Exit Survey (Either emailed questions or survey link)

Remove or *un-seat* individual on board in Salesforce

⇒ Open Salesforce and navigate to the respective board

⇒ Click the "Manage" button in the top right-hand corner.

⇒ Choose "Remove Member" and indicate removal reason and effective date.

Misc. Admin

BOARDS & COMMISSIONS ANNUAL REPORTS
While not all Salt Lake City boards and commissions are required by code to submit an annual report, it is considered best practice to prepare one summarizing the board's activities, accomplishments, and future goals. These reports help document the board's work and may be shared with the Mayor and/or City Council. In some cases, the City Council may request a presentation to discuss specific issues or outcomes. Board managers are typically responsible for compiling and finalizing the report. Once completed, the report should be uploaded to Laserfiche for official record-keeping and public access, ensuring transparency and preserving the board's contributions.

TRANSMITTALS
A transmittal is an official way to submit information for review and potential forwarding to the City Council. Even if an annual report is not formally required, submitting one is considered a best practice to maintain strong communication with city leadership. Submit transmittals here: **https://webdme.slcgov.com/Forms/transmittal**

MICROSOFT TEAMS
You will be added to the **Open Meetings Support Teams** space, which is designed for collaboration and knowledge sharing among Board Managers. This space contains introductory files and other resources in the **Files** tab to help you in your role. Feel free to ask any questions or share information with the group!

MEETING SPACES
City & County Building
⇒ Cannon Room (Room 335)
⇒ Council Office Work Room (COW) (Room 326)
⇒ City Council Chambers (Room 315)
⇒ Community Reinvestment Agency (Room 118)

BEST PRACTICES
The timeliness of uploading documents can sometimes be a grey area. Considering applicable timing requirements from OPMA (52-4-203), here are some best practices to help clarify and shoot for:
Agendas - At least 24 hours prior to a public meeting
Minutes - Within 3 business days of being approved. (Non-approved meeting minutes do not need to be uploaded via Laserfiche.)
Supplemental meeting documents - Within 3 business days of meeting
OPMA Training (Board member) - Within one month of appointment
Compensation Profile Completion (Workday) - Within 1 month of appointment

BOARDS AND COMMISSIONS
LEGAL REQUIREMENTS

TERM LENGTH

Board members are generally appointed to a **four-year term**, unless otherwise specified by city code or to fill an unexpired term due to a resignation, removal, or vacancy. Members may serve a maximum of **two consecutive terms or eight years**, whichever is longer. If a board member's term expires, they may continue to serve until a replacement is appointed.

Code of Ordinances 2.07.050

ATTENDANCE

Board members are expected to attend all meetings. If a member is unable to attend, they should notify the board manager as soon as possible to ensure a quorum can be confirmed. If a member misses **two consecutive meetings without advance notice** in one calendar year, they may face **forfeiture of their membership** on the board, as outlined in the City Code (Ord. 67-13, 2013).

ETHICS

Board managers play a critical role in supporting the effective operation of Salt Lake City boards and commissions. While they do not offer personal opinions or influence policy decisions, they ensure meetings run smoothly, provide administrative support, and maintain compliance with city regulations. Board managers facilitate communication between board members, city staff, and the public, helping to uphold the principles of transparency and accountability.

Board Managers must follow the city's Conflict of Interest Ordinance (Chapter 2.44) and the Municipal Officers' and Employees' Ethics Act (Section 10-3-1301 et seq., Utah Code Annotated, as amended, or its successor). They should avoid any actions that could compromise impartiality and ensure all processes are conducted fairly.

By maintaining professionalism and adhering to these ethical standards, board managers help preserve the integrity of the board's work and foster public trust in Salt Lake City's governance.

CONFLICT OF INTEREST

A conflict of interest occurs when a board member's personal interests interfere with their ability to make impartial decisions on behalf of the City. Specifically, a conflict of interest exists if:

- The member is an officer, partner, or director of an entity that stands to benefit from the member's participation or vote on a specific matter.

- The member owns, in whole or in part, a business entity that will benefit from their participation or vote on a particular issue.

- The member, as an employee of an entity engaged in a contract or undertaking with the City, stands to receive a direct or indirect monetary or material benefit tied to their participation or vote on the matter related to that contract or undertaking.

Additionally, board members and their family members should not accept gifts valued at over $50 if it could be perceived as an attempt to influence their vote or participation on a matter before the board. Members should also refrain from using their position or the City's resources for personal gain.

If a conflict of interest arises, the member must disclose it and recuse themselves from voting or participating in discussions related to the matter.

PUBLIC RECORDS

The City Recorder's Office maintains and preserves the official records of Salt Lake City including the proceedings of the Salt Lake City Boards and Commissions. Additionally, the Recorder's office maintains all ordinances and resolutions, keeps the Municipal Code, coordinates the Municipal Elections for Salt Lake City, and administers the City's Public Records Request Program.

The City Recorder's Office is located in City Hall, Suite 415.

GRAMA

Under the **Utah Government Records Access and Management Act (GRAMA)**, documents created or received by board members in their official capacity are generally considered public records and are subject to public access. This includes paper, electronic records, emails, text messages, notes, and recordings related to board activities.

There are exceptions to this rule, including:

1. **Protected Records**: Certain documents are exempt from release, such as personal identifying information or legal records.
2. **Private Records**: Records with personal data, like medical or financial information, are typically not public.
3. **Confidential Records**: Some records, like attorney-client communications or law enforcement materials, are confidential.
4. **Exemptions**: Specific documents may be exempt due to national security, ongoing investigations, or other legal reasons.

Best Practices:

⇒ Use personal email for non-board matters to avoid mixing public and private records.
⇒ Assume records related to board business may be public unless exempt.
⇒ When in doubt, consult with the Recorder's Office or legal counsel to ensure compliance.

Understanding GRAMA helps board members maintain transparency and comply with state law.

OPEN AND PUBLIC MEETINGS ACT (OPMA)

Boards and Commissions must comply with the **Utah Open and Public Meetings Act (OPMA)**, which ensures that all meetings of a public body are open and accessible to the public. This law requires proper notice of meetings, the availability of meeting agendas in advance, and transparency in discussions and decision-making processes.

Key provisions of OPMA include:
⇒ **Public Notice**: All meetings must be noticed in advance, including time, location, and agenda.
⇒ **Open Meetings**: Meetings must be held in a manner that allows the public to attend and participate.
⇒ **Minutes**: Meeting minutes must be recorded and made available to the public after each meeting.
Closed Meetings: Under specific conditions, such as personnel matters or legal discussions, boards may hold closed meetings, but these require a formal vote and detailed records.

Meetings of a public body must be open to the public, unless an exception is available under the Act that allows the meeting to be closed.

What is a meeting?

A gathering of a public body or specified body "with a quorum present" convened "for the express purpose of acting as a public body or specified body" to receive comment about, deliberate about, or take action upon a relevant matter.

Utah Code § 52-4-103(5)

What is a quorum?

A simple majority of the membership of a public body, unless otherwise defined by applicable law.

Which gatherings are subject to OPMA?

Yes: Electronic Meetings, Retreats, Workshops, Field Trips

No: Chance Meetings, Social Gatherings, No Quorum

PROVIDING PUBLIC NOTICE

POST: At the anchor location or where the meeting will be held (new exception for electronic meetings), **AND** on the Utah Polic Notice Website

WHAT TO PUBLISH:

Annual Meeting Schedule

Every meeting

Meeting cancellation notice

Emergency meetings

ANNUAL MEETING SCHEDULE:
Annually scheduled meetings including: Date, time & place. Revisions only if adding a NEW regularly scheduled meeting.

EVERY MEETING: Minimum 24 hour notice including: Agenda, Date, Time & Place

EMERGENCY MEETINGS:
⇒ **Unforeseen circumstances** require considerations of matters of an emergency or urgent nature.
⇒ **Best notice practicable** of time, place and topics.
⇒ **Must attempt to notify** all Board members.
⇒ **A majority of Board members** approve holding a meeting.
⇒ **Final action** may be taken at an emergency meeting.

OPMA CONTINUED...

HYBRID MEETINGS

Under Utah Code 52-4-207, boards may conduct electronic or hybrid meetings **only** if they've adopted a resolution, rule or ordinance allowing for them. Requirements:

- ⇒ Anchor location must be open and accessible to the public
- ⇒ Meeting notice must include a description of how board members and the public can connect virtually & must be posted at the physical anchor location at least 24 hours in advance.
- ⇒ Best Practice: Include this statement on all agendas if board members may join virtually:
  - ⇒ *One or more members may participate electronically pursuant to the board's adopted policy.*

CLOSED MEETINGS: A meeting may be closed **only** for specific reasons outlined in state law. Common reasons include:

- ⇒ An individual's character, professional competence or physical or mental health
- ⇒ Collective bargaining strategy
- ⇒ Pending or reasonably imminent litigation
- ⇒ Purchase, sale, exchange, or lease of real property (under specific conditions)
- ⇒ Deployment of security devices
- ⇒ Criminal misconduct investigations
- ⇒ Advice of legal counsel
- ⇒ Additional allowable reasons for entering a closed session are listed in Utah Code 52-4-205.

MEETING RECORDS

OPEN MEETINGS

- ⇒ **RECORDING**
- ⇒ **WRITTEN** minutes
  - ⇒ Date, time & place
  - ⇒ Members present and absent
  - ⇒ Substance of all matters proposed, discussed, or decided
  - ⇒ Record of each vote
  - ⇒ Name of anyone who provided testimony/comments and a summary of the comments
  - ⇒ Other information requested
- ⇒ **OFFICIAL RECORD = WRITTEN MINUTES**

- ⇒ **CLOSED MEETINGS**
- ⇒ **RECORDING**
- ⇒ **WRITTEN** minutes optional
  - ⇒ Date, time & place
  - ⇒ Names of all present and absent (unless disclosure would impair confidentiality necessary for original purpose of closing the meeting)
- ⇒ **EXCEPTION** if discussing
  - ⇒ Character, professional competence, or physical or mental health of an individual
  - ⇒ Deployment of security personnel, devices, or systems
- ⇒ **PROTECTED RECORDS** under GRAMA

UTAH PUBLIC NOTICE WEBSITE

UPLOADING A MEETING NOTICE

UPNW Site: https://secure.utah.gov/pmn-admin/login.html

LOG IN

⇒ Use existing **Utah ID** log in if you've accessed other content from the state.

⇒ If you do not have a Utah ID, create an account using your **Salt Lake City email**.

ADD A NOTICE (LEFT-HAND SIDE OF THE HOME SCREEN)

⇒ **Location:** Left side of the screen.

⇒ **Municipality:** Select **Salt Lake City**.

⇒ **Body:** Choose the appropriate governing body.

AGENDA REQUIREMENTS

⇒ Enter **all agenda text** in the **Description/Agenda** field.

⇒ You may upload a **PDF version**, but the full text **must** also be in the Description/Agenda field.

MEETING MINUTES

⇒ Once meeting minutes are approved, add them to the **existing notice** for that meeting.

⇒ To do this, go to **Search/Edit Notice**, fill out the required fields, and ensure the notice is set to **ACTIVE**.

Trouble navigating the site? Check out the "how to" guide **available here.**

BOARDS AND COMMISSIONS
TRAININGS

OVERVIEW

These trainings will help you build a strong foundation in your role as a board manager. They serve as valuable resources to guide you through key responsibilities and best practices. Refer back to them as needed to reinforce your knowledge and navigate challenges with confidence.

WHERE TO FIND TRAININGS AND RESOURCES
- ⇒ Boards & Commissions Resource Hub (via Recorder's Office Intranet)
  - ⇒ Job aids, training links, forms, & B&C updates
- ⇒ Open Public Meetings Support Team (Teams)
  - ⇒ Forum for questions, documents & knowledge sharing

SALESFORCE & BOARD MANAGEMENT

The Salesforce and Board Management training offers steep-by-step guides on using Salesforce Service Cloud to manage your board or commission. Topics include accessing the system, managing board seats, processing applications, and handling leadership approvals. Tools like the "Pizza Tracker" and Laserfiche are covered to help streamline workflows and maintain accurate records. There are a few ways to access the Salesforce Training:

⇒ Workday (Type "SLC: B&C Board Manager" & scroll to the bottom)
⇒ Training Link Here!
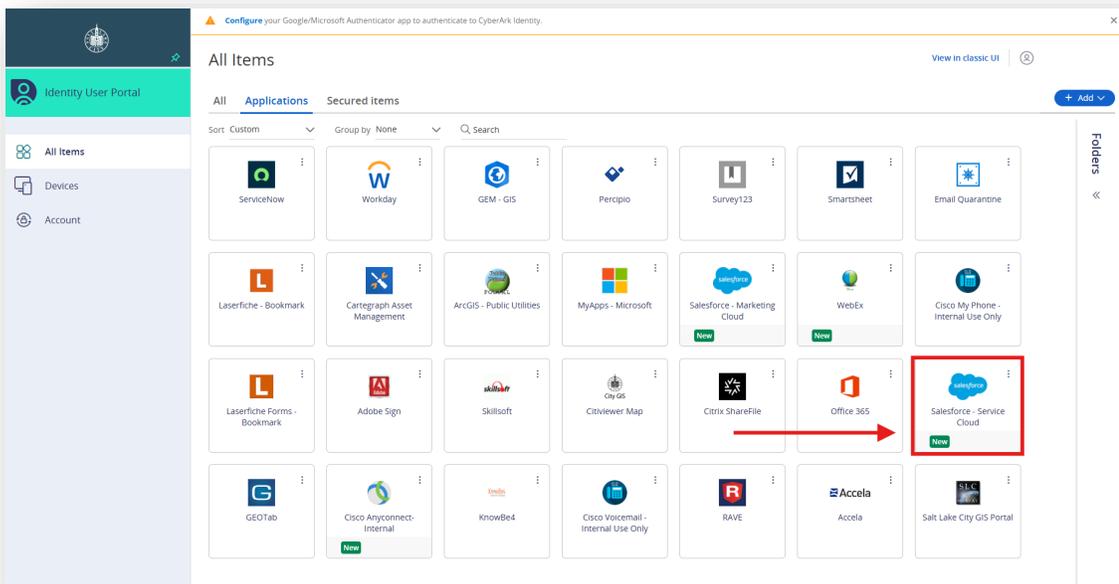
ZOOM MEETINGS & WEBINARS

When hosting virtual meetings, choose between a **Zoom Meeting** for interactive discussions where board members and the public can engage or a **Zoom Webinar** for more structured presentations with limited participant interaction. To set up a meeting, schedule it through your Zoom account, adjust participant settings based on engagement needs, and generate a meeting link. Be sure to include this link in the agenda and meeting notice to ensure accessibility for all attendees.
*Training can be requested through the Recorder's Office.*

BOARD COMPENSATION INSTRUCTIONS

SMARTSHEET is used to track board member attendance for compensation. Enter the number of meetings attended by each board member within the dates listed at the top of the column (board members highlighted in red do not need attendance entered).
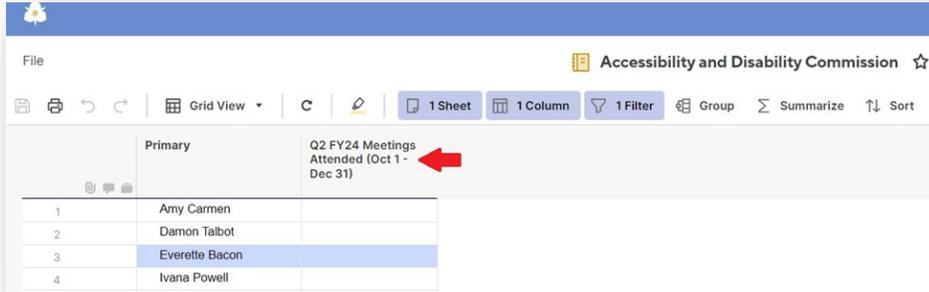
Add a comment for any board members who need to be removed or updated by clicking on the "add a comment" option in the leftmost column.
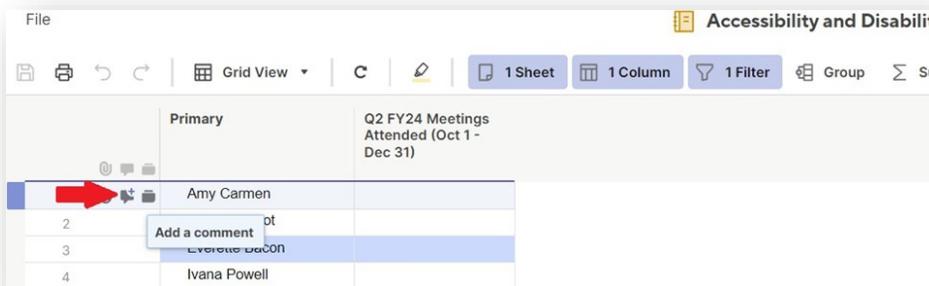
FILL OUT THIS FORM FOR ANY BOARD MEMBERS NOT LISTED ON THE REPORT

Those not listed will need to complete the onboarding process in Workday. Once we have a list of all board members who need to onboard, the board members will start to receive their Workday login information in their email. Please let the board members know to watch out for those emails and complete them as soon as they can.

Board members may be highlighted in different colors; **RED** means that they have opted out of receiving payment, **YELLOW** means that their onboarding is not complete, and **BLUE** means that they are on multiple different boards. If you have any questions or think that the colors are incorrect, feel free to reach out.

FREQUENTLY ASKED QUESTIONS

WHAT ARE MY GENERAL RESPONSIBILITIES AS A BOARD MANAGER?
⇒ Facilitate communication between board members, staff and stakeholders. Ensure board meetings are run smoothly, maintain records, enforce policies, support the board in decision-making.

WHAT ARE MY KEY PRIORITIES IN THE FIRST FEW MONTHS?
⇒ Learn the board's bylaws, policies, and procedures.
⇒ Build relationships with board members & key stakeholders.
⇒ Understand ongoing projects, past decisions & future goals.
⇒ Set up a system that works for you in organizing agendas, minutes, and communications.

HOW DO I SET UP AND MANAGE BOARD MEETINGS?
⇒ Work with chair to set the agenda. Send out materials (agenda, minutes, reports) in advance.
⇒ Become comfortable with meeting technology and/or meeting room set up.

WHAT DO I DO IF A BOARD MEMBER IS NOT PARTICIPATING OR IS DISRUPTIVE?
⇒ Encourage engagement by assigning roles or responsibilities. Address concerns privately and remind them of their commitment.
⇒ If necessary, refer to the bylaws for removal or discipline procedures.

HOW DO WE HANDLE PUBLIC INPUT AT MEETINGS?
⇒ Set clear guidelines for public comment (time limits, decorum).
⇒ Ensure public concerns are documented and address.
⇒ Keep discussions focused and professional.

WHAT RECORDS DO I NEED TO MAINTAIN?
⇒ All records relating to public meetings must be retained permanently in Laserfiche (including agendas, minutes, meeting materials, bylaws and policies, etc.)

IS THERE A MINUTES TEMPLATE?
⇒ You may use any template the board has used in the past with a city logo or reach out to the Recorder's Office for alternative options.

WHAT HAPPENS IF AUDIO FAILS TO RECORD?
⇒ Don't panic! Written minutes are always the official record. However, be sure to include a note in the approved minutes explaining the audio/video recording is unavailable due to a technical issue.

FREQUENTLY ASKED QUESTIONS

My board wants to go on a field trip to visit the site of a project they're advising on. If a quorum (a majority of members) will be present, does this count as a meeting under the Utah Open and Public Meetings Act (OPMA)?

⇒ Yes. If a quorum of board members is present and they are discussing or gathering information related to their official duties—even in a non-traditional setting like a field trip—it is considered a meeting under OPMA. That means the board must follow all OPMA requirements, including public notice, an agenda, and taking minutes. Failing to do so would be a violation of OPMA.

How to avoid an OPMA violation in this scenario:

⇒ **Coordinate smaller group visits:** Divide the board into groups of fewer than a quorum and schedule separate visits. Ensure that no discussions or deliberations occur outside the noticed meeting.

⇒ **Notice it as a public meeting:** If the board prefers to visit the site together, they can publish a meeting notice, include the visit on the agenda, and assign someone to take minutes—just as they would for a regular meeting.

Always consult with the City Recorder or City Attorney if you're unsure whether your activity meets the definition of a meeting under OPMA.

Can we host a Board Meeting at a different location than the usual (anchor) site?

⇒ Yes, but you must comply with all OPMA requirements. To stay compliant, make sure the following are in place:
⇒ Clearly list the new location on the meeting agenda.
⇒ The meeting must remain open to the public (unless it qualifies as a closed session)
⇒ Physically post the agenda at the off-site location at least 24 hours in advance.
⇒ Post the agenda to the Utah Public Notice Website and your usual physical posting locations at least 24 hours in advance.
⇒ Ensure the location is ADA accessible and able to accommodate public members.

Are board members employees of Salt Lake City Corporation?

⇒ No - Board members opted into compensation receive wages (as defined for tax purposes) from Salt Lake City; however, are not considered employees. Wages are required to be reported for tax purposes and all board members will receive a W2 annually.

ESSENTIAL LINKS AND RESOURCES

UPLOADING DOCUMENTS TO LASERFICHE
- ⇒ Uploading agendas, meeting materials, minutes, OPMA certifications, Conflict of Interest disclosures, resignations, etc.
- ⇒ Link: https://webdme.slcgov.com/Forms/BoardsCommissions

UPLOADING PUBLIC NOTICES OF MEETINGS
- ⇒ Uploading notice of meeting per OPMA requirements.
- ⇒ Attaching meeting minutes and supplemental documents to past meetings once approved
- ⇒ Link: https://secure.utah.gov/pmn-admin/login.html

BOARD MANAGEMENT - SALESFORCE SERVICE CLOUD (VIA CYBERARK USER PORTAL)
- ⇒ Used for reviewing applications, tracking onboarding process (pizza-tracker), managing board seats & board members.
- ⇒ Access via CyberArk User Portal: Salesforce - Service Cloud

TRACKING BOARD MEMBER ATTENDANCE - SMARTSHEET
- ⇒ Compensation done Quarterly *(January, April, July & October)*.
- ⇒ Recorder's Office will send out reminders on input deadlines.
- ⇒ Tracking will be managed using a shared Smartsheet. *Best practice: Use a system that works best for you to track attendance consistently during board meetings. Smartsheet is recommended for its ease of use and ability to maintain up-to-date attendance records.*

BOARDS AND COMMISSIONS RESOURCE HUB (RECORDER'S OFFICE INTRANET)
- ⇒ A central hub for resources related to boards and commissions. Bookmark this for quick access to job aids, helpful links, training documents, and board member forms.
- ⇒ Access via the Recorder's Office Intranet page and locate the resource hub under City Processes/Operations.

BOARDS AND COMMISSIONS MICROSOFT TEAMS CHANNEL
- ⇒ Board Manager's will have access to "**Open Meetings Support Team**"
- ⇒ This channel serves as a valuable resource for asking questions, sharing updates, connecting with other Board Managers, and communicating about board-related processes.
- ⇒ The Recorder's Office will share reminders and updates on here as well as email.

Trouble accessing any platforms?
Reach out to the Recorder's Office: slcrecorder@slc.gov